

# Donation Proposal Form



Thank you for your interest in donating an item for inclusion into the Esperance Museum Collection.

We will assess each item as soon as possible and advise you of the outcome. If your donation is accepted you will be required to complete a Donation Agreement form, which will transfer ownership of the item to the Esperance Museum.

**Please scan and email your completed form to** [museum@esperance.wa.gov.au](mailto:museum@esperance.wa.gov.au) **or**  
**print and mail it to:** Esperance Museum, PO Box 507, Esperance WA 6450

## PLEASE PRINT IN BLOCK LETTERS

<b>Your Name</b>		<b>Phone Number</b>	
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<b>Address</b>	
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<b>Email</b>	
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By providing as much information as possible, the value of your item to the Museum collection will be more easily assessed. If you are unsure of some information please write "unknown" rather than leaving the space blank.

**Ownership** (please tick)       Legal owner       Acting on behalf of owner

**What is it? How did you acquire it? Where and when was the item used?**

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**Who made/produced the item?** (person, company, author, photographer)  
**Where and when was it made/produced?** (please use exact dates if possible)

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**What is the size of the item?**

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**Why do you consider this item to be significant to you and to the history of Esperance?**

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**Is there any additional information you think may be relevant such as:** Do you have any stories about this item? Do you know of any stories about the people connected to this item? Do you have any photos or documents that connect to this item?

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**Photographs** Please send as an email attachment (files must be less than 2 MB and in PNG or JPEG format) or print and attach to this form and mail it to the Esperance Museum.

### Office Use Only

Date received	
Received by	